



6645 McCauley Trail West, Edina, MN 55439

## JOB DESCRIPTION

**Position Title:** Custodian

**Revised:** February 2020

**Job Status:** Full-time, non-exempt

**Supervisor:** Director of Finance and Administration

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### ***Custodian (FT)***

*Cross View Lutheran Church in Edina, MN has a 50-year heritage of exceptional worship, music, fine arts and outreach to the community and world. As we complete a significant expansion including new worship space and a refreshed sanctuary, we seek an individual to create and maintain a welcoming and inviting environment in which others can experience Christ's love.*

Our vision:

- **Connect** our congregation to the Lord through a living relationship with Jesus Christ
- **Grow** disciples across the lifespan with inspired and exceptional worship experiences
- **Serve** the body of Christ and the broader community

### **POSITION SUMMARY**

To provide cleaning and light maintenance for the church building and grounds and the Early Childhood Center that results in a clean, safe and welcoming environment for members, guests and staff.

### **ESSENTIAL FUNCTIONS**

- Clean all rooms, common areas and restrooms
- Provide basic pick-up, spot-cleaning and furniture and equipment resets
- Set-up and take-down furniture and equipment as assigned or requested
- Keep equipment clean and in good repair
- Keep outdoor walkways and entrances clear of snow and debris during shifts
- Repair/replace broken items as noticed or requested
- Report repair and supply needs when apparent

### **OTHER RESPONSIBILITIES**

- Use verbal and written communications and church calendar process to keep abreast of requests
- Work with other members of the cleaning/custodial team and Facility M.A.T. (Ministry Action Team) to avoid duplication and gaps in coverage
- Protect building and individuals through awareness of surroundings and appropriate security practices
- Other duties as assigned

**QUALIFICATIONS**

- Prior cleaning and maintenance work for at least one year required
- Fluency in spoken and written English; able to understand written instruction manuals
- Able to lift 50 pounds
- Comfortable climbing and working from ladders
- Able to stand/walk for 8 hours at a time
- Able to safely operate cleaning equipment

**COMPETENCIES**

- Use time wisely to meet deadlines on routine tasks and larger projects
- Participate in a team-oriented environment while accomplishing individual responsibilities
- Engage in professional and supportive relationships with staff, volunteers, and congregation members
- Respect confidentiality of information; maintain appropriate boundaries
- Support Cross View goals and mission in your role as an employee
- Practice good stewardship of resources

**ADDITIONAL QUALITIES**

- Self-motivated; ability to see what needs to be done
- Ability to take direction and work with minimal supervision
- Possesses a mature spiritual center and a deep dedication to the Lord's work.
- Ability for creative problem-solving
- Ability to maintain composure in the midst of emergencies
- Adaptability; ability to maintain positive outlook while balancing shifting priorities

**STAFF RESPONSIBILITIES**

- Attend weekend, holiday and evening programming as needed
- Attend staff meetings as needed

**SCHEDULE**

- This is a full-time (40 hours per week) position.
- Schedule to be determined in consultation with supervisor

**SUPERVISOR**

- Reports to Director of Finance and Administration

**COMPENSATION**

- This position is classified as full-time, non-exempt from overtime
- This position is eligible for benefits including paid vacation, sick time, and participation in benefit package currently offered through Concordia Plan Services, including health, life and disability insurance and pension.

*To apply: Send cover letter with three references and resume to [Employment@crossview.net](mailto:Employment@crossview.net)*